

DCT's Dhempe College of Arts and Science Miramar-Goa

Report of Academic and Administrative Audit

Introduction

The college conducted the Academic and Administrative Audit on 11th& 12th April, 2019 for the Arts & Science departments.

The committee comprised of the following members.

1) Prof. M.K. Janarthanam Chairman (Professor, Dept of Botany, GoaUniversity)

2) Prof. V. Nadkarni - Member (Professor and Head of School of Chemical Sciences, Goa University)

3) Dr. S.Y. Hongekar -Member (Principal- Vivekanandcollege, Kolhapur)

4) Prof. PritaMallya - Member (Principal- Shree Damodar College of Commerce and Economics

Following were some of the Suggestion made by the Committee:

- 1) Syllabus of all the course/programmes may be available on the college website.
- 2) For Lecture records, proper reasoning for rescheduling the lectures should be cited. Also calculation of percentage attendance and its display should be done in a uniform manner.
- 3) Have uniformity about ISA paper templates and ensure proper topic-wise weightage of questions in SEE papers across all the departments.
- 4) Presentation of results should be made uniform.
- 5) It was suggested that ISA answer scripts may be provided to the students & respective teachers may then note request/complain by students regarding the assessment and take required steps.
- 6) Records of remedial to be maintained.
- 7) Record of extra lectures to be maintained separately.
- 8) Signatures & dates to be put up on ISA papers & assignment sheets.
- 9) Number of Fire Extinguishers may be increased considering the Laboratory sizes and regular maintenance of the devices should be done considering the expiry dates Maintain record in soft copies.
- 10) College should arrange a safety training programme for all its students.





Action Taken Report

- Syllabus of all the courses with course objectives and learning outcome are uploaded on the website.
- Lecture records are maintained in the form of planned and lectures actually taken with details of rescheduling are entered.
- Uniform format for ISA and SEE are developed with proper weightage of marks as per the recommendation of respective Board of Studies.
- ISA answer scripts are provided to the students and their signatures are procured after checking.
- Records of remedial and extra lectures are maintained.
- Signatures & dates are put on ISA papers & assignment sheets.
- Majority of the records are maintained in soft copies and the policy of minimum use of paper is encouraged.
- Fire extinguishers have been replaced in the laboratories.
- Safety training programme for students will be organised once things normalise and when students come on the campus.

Dr. Shilpa SamantCoordinator

IQAC